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CONFIDENTIAL

26 OCT 1962

R98/12

MEMORANDUM FOR: Acting Chief, Fiscal Division

SUBJECT : Emergency Payrolls

1. Whenever an emergency arising outside the Headquarters area requires the services of employees payrolled from vouchered funds, the Fiscal Division will, when the situation warrants, provide the same payroll services as are available to employees paid from confidential funds. The Comptroller or Deputy Comptroller will advise the Fiscal Division of these specific emergency situations qualifying for this special payroll treatment.

2. The Office responsible for conducting the emergency operation will furnish the Payroll Branch, Fiscal Division a signed authorization from each employee sent to the emergency area. The authorization will contain:

- a. Employee name and payroll number.
- b. An itemization of the special deductions to be made during the emergency period. These deductions must be for a bi-weekly period.
- c. The name and address of the bank in which the net pay is to be deposited.

The authorization must be certified by the office Fiscal Officer or other designated official.

3. The Fiscal Division will follow the same procedures for handling these special payroll deductions as are followed for the same deductions under confidential funds.

[Redacted]
Deputy Comptroller

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sms

Distribution:

Orig. & 1 - Addressee
✓ 1 - Signer

4/18/63

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1 authorized cc to C/PAS

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